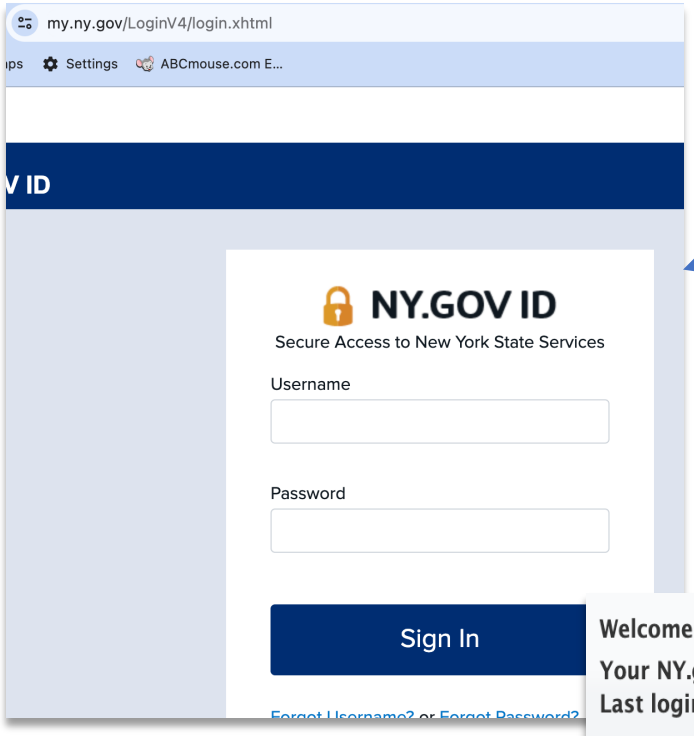
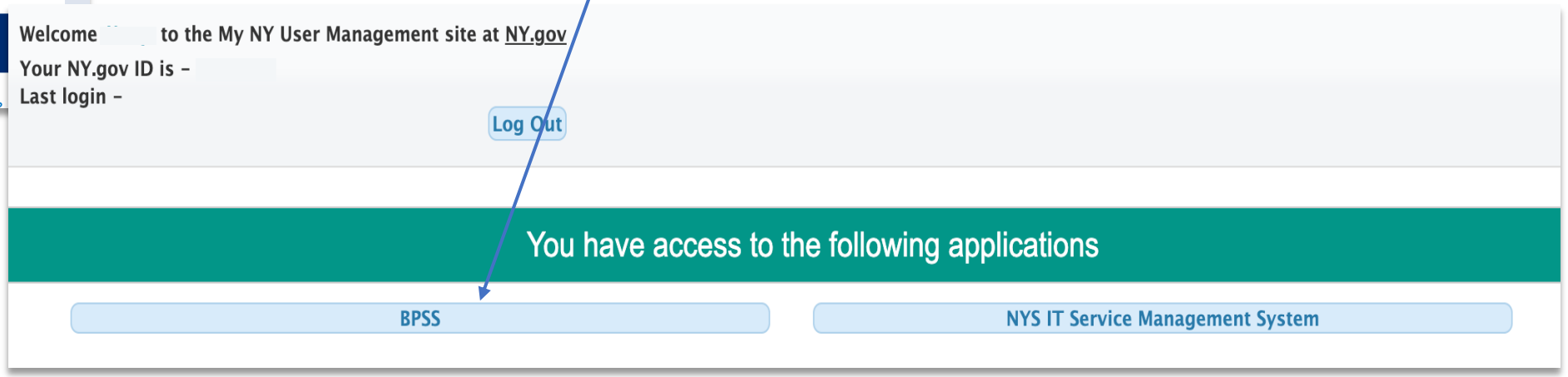
BPSS Curriculum

Curriculum Renewal and Amendment Instructions

Log in to BPSS Portal



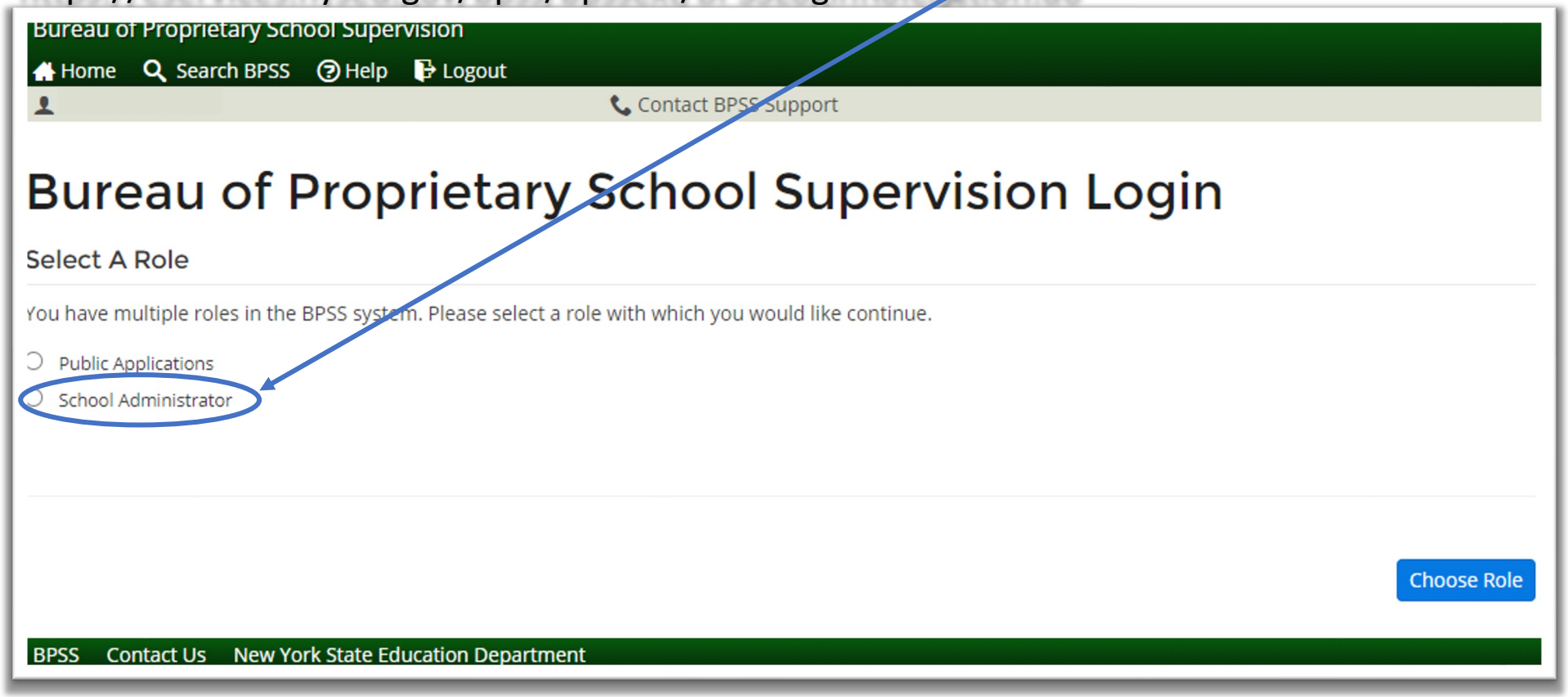
1. Log in to your PERSONAL my.ny.gov account
2. Select "BPSS" from your options



Select Role

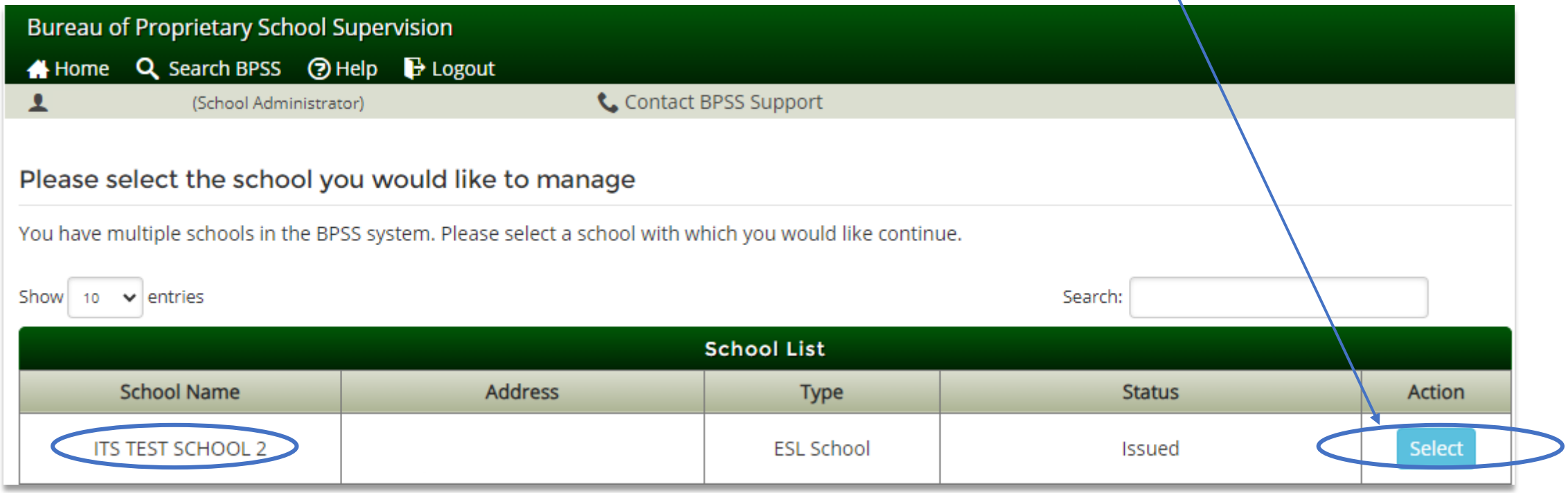
1. Log in to your my.ny.gov account
2. Select "BPSS" from your options
3. Select the correct role ("school administrator")

https://eservices.nysed.gov/bpss/bpssext/BPSSLoginRoleAction.do

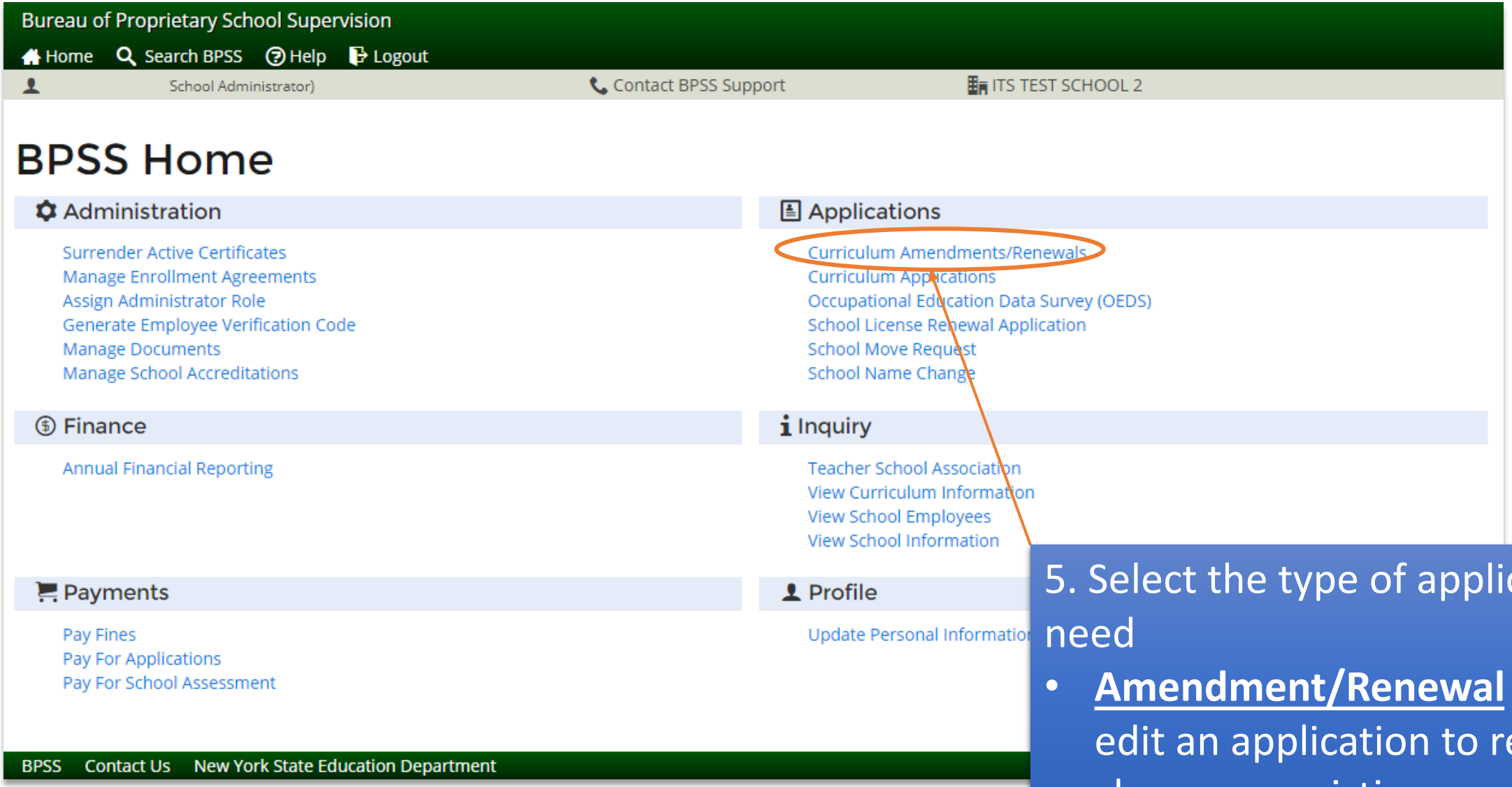


Select School

1. Log in to your my.ny.gov account
2. Select "BPSS" from your options
3. Select the correct role ("school administrator")
4. Select the school



Select Curriculum Applications



5. Select the type of application you need

- **<u>Amendment/Renewal</u>** - start or edit an application to renew or change an existing curriculum

Renewal or Amendment

5a. Amendment/Renewal:

- Check expiration date:
  - Less than 120 days – RENEWAL
  - More than 120 days - AMENDMENT

Curriculum Eligible For Changes

Show 10 entries

Search:

Curriculum Eligible For Changes					
	Area	Title	Language	Expire Date	Status
◉	School Defined	Hybrid Pharmacy Technician	English	07/02/2027	Issued
○	Allied Health Program	Electrocardiography Technician	English	06/16/2027	Issued
○	Allied Health Program	Clinical Medical Assistant	English	07/02/2027	Issued
○	Allied Health Program	Phlebotomy Technician	English	06/16/2027	Issued
○	School Defined	Medical Assistant	English	07/02/2027	Issued
○	School Defined	Hybrid Diagnostic Medical Sonographer	English	07/02/2027	Issued
○	Allied Health Program	Pharmacy Technician	English	01/30/2025	Issued
○	School Defined	Hybrid Medical Assistant	English	07/02/2027	Issued
○	Allied Health Program	Diagnostic Medical Sonographer	English	06/17/2024	Issued
○	Allied Health Program	Nurse Aide/ Assistant	English	07/02/2027	Issued

Showing 1 to 10 of 12 entries

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Renewal or Amendment

6. **Renewal**:
- Select curriculum you want to renew
- Submit renewal 120 days prior to curriculum expiration
- Once a curriculum has expired, it cannot be renewed
  - If curriculum is expired, please submit a new application

Curriculum Eligible For Changes

Show 10 entries Search:

Curriculum Eligible For Changes					
	Area	Title	Langu		
◉	School Defined	Hybrid Pharmacy Technician	Engl		
○	Allied Health Program	Electrocardiography Technician	Engl		
○	Allied Health Program	Clinical Medical Assistant	English	07/02/2027	Issued
○	Allied Health Program	Phlebotomy Technician	English	06/16/2027	Issued
○	School Defined	Medical Assistant	English	07/02/2027	Issued
○	School Defined	Hybrid Diagnostic Medical Sonographer	English	07/02/2027	Issued
○	Allied Health Program	Pharmacy Technician	English	01/30/2025	Issued
○	School Defined	Hybrid Medical Assistant	English	07/02/2027	Issued
○	Allied Health Program	Diagnostic Medical Sonographer	English	06/17/2024	Issued
○	Allied Health Program	Nurse Aide/ Assistant	English	07/02/2027	Issued

Showing 1 to 10 of 12 entries

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Renewal or Amendment

6. **Renewal, cont.**:
- Do not submit amendment within renewal window.

Curriculum Eligible For Changes

Show 10 entries

Search:

Curriculum Eligible For Changes					
	Area	Title	Language	Expire Date ▲	Status
◉	Allied Health Program	Diagnostic Medical Sonographer	English	06/17/2024	Issued
○	Allied Health Program	Pharmacy Technician	English	01/30/2025	Issued

Curriculum Amendment

Important

Amendments may be filed anytime up to thirty (30) days before a curriculum expires.
Amendments will take effect as soon as they are approved.
A fee will be charged if any coursework changes are made. Coursework titles are an exception.

Start Amendment Application

Curriculum Renewal

Important

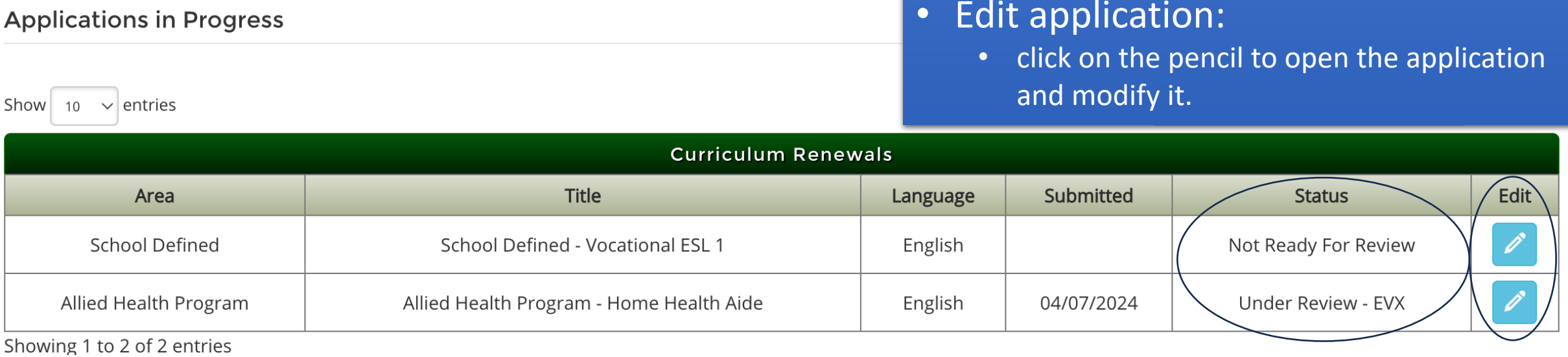
All changes made to a curriculum during the renewal process will not take effect until after the original expiration date.
At the end of the application process, you will be required to pay a fee before the application can be reviewed.
Any amendments to the curriculum will not be reflected in the renewal. You must make changes to both the original curriculum and the renewal.

Start Renewal Application

Applications in Progress

7. **Applications in progress**:

- Status:
  - Not Ready for Review – started but not submitted
  - Ready for Review – submitted but has not been reviewed by BPSS
  - Under Review – EVX – review has begun. Please check email and/or communication on the system for reviews of the application
- Edit application:
  - click on the pencil to open the application and modify it.



Applications in Progress

Show 10 entries

Curriculum Renewals					
Area	Title	Language	Submitted	Status	Edit
School Defined	School Defined - Vocational ESL 1	English		Not Ready For Review	
Allied Health Program	Allied Health Program - Home Health Aide	English	04/07/2024	Under Review - EVX	

Showing 1 to 2 of 2 entries

Amendment

8. Select curriculum to amend and click next
   - Click ”Start Amendment Application”
   - Make changes to digital application
   - Upload a letter to "coursework details" stating the nature of the changes made.

◉	School Defined	Hybrid Diagnostic Medical Sonographer	English	07/02/2

Curriculum Amendment

Important

Amendments may be filed anytime up to thirty (30) days before a curriculum expires.
Amendments will take effect as soon as they are approved.
A fee will be charged if any coursework changes are made. Coursework titles are an exception.

Start Amendment Application

Curriculum Renewal

Important

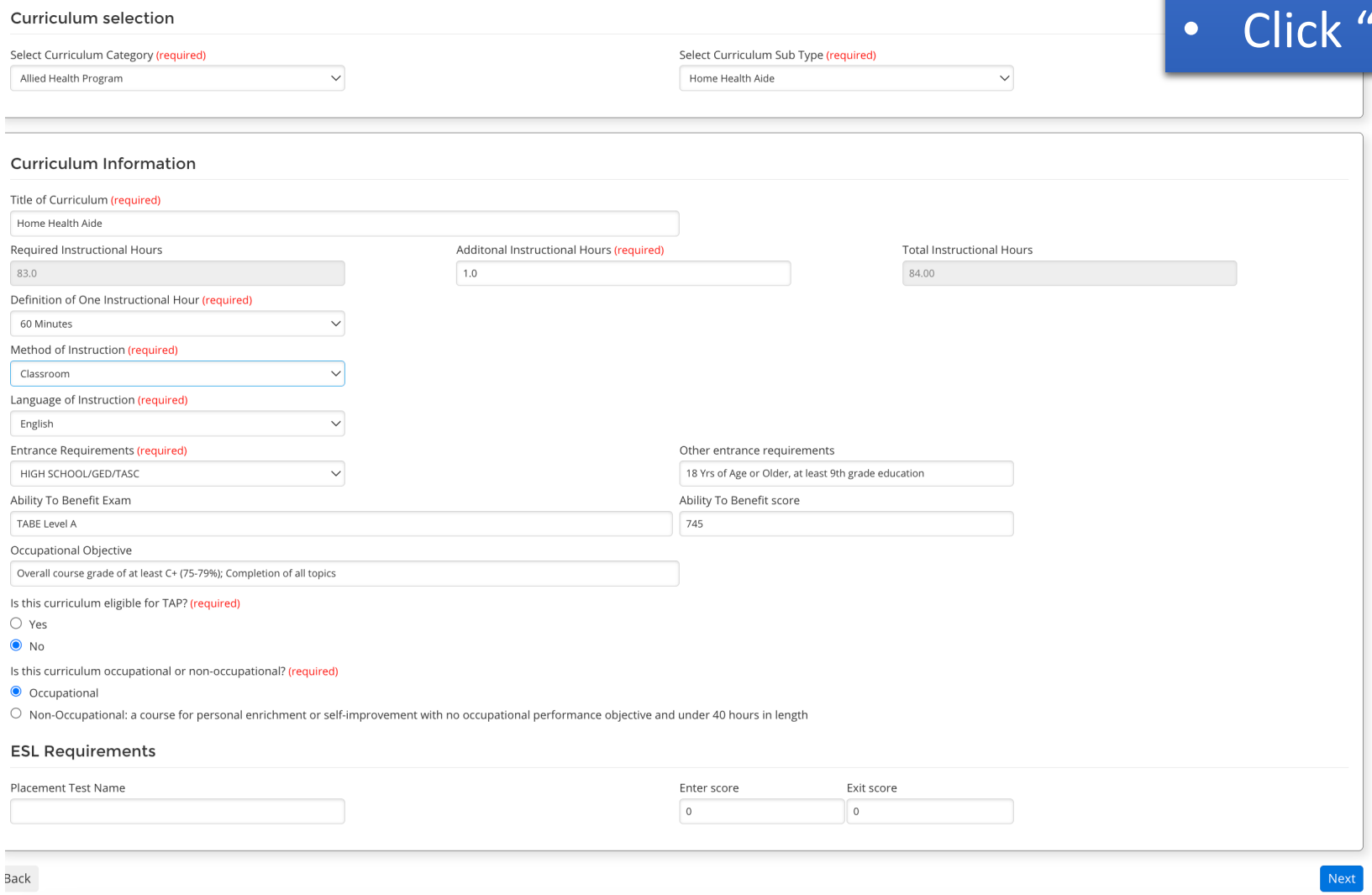
It appears you will be unable to start renewal application for **Hybrid Diagnostic Medical Sonographer** due to one of the following reasons:

- Your curriculum is not due for renewal and you may file for a renewal up to 150 days before it expires.
- OR
- You currently have a pending renwal application for this curriculum on file. Return to the previous screen and select the application from the list **Applications in Progress**

Information

9. Information tab

- All information from old application will populate these fields
- Make any modifications needed
- Click “next”



Outline

10. Outline tab
- Information for you – please read this page.
- Click “next”

Outline

All of the following must be completed prior to offer the course to students:

- The standard curriculum has 83 hours (under "Required hours." Identifying any additional training hours, if any, you choose to add to that outline, as "additional hours." The 15% rule on absences does not apply to the required hours. Students must make-up any missed required hour. For the internship, the skills checklist must reflect individual student achievement. Failure to do so may lead to disciplinary action.
- Identify all the text books to be used
- Agree to have and maintain the required equipment. The sink with running water must be in the skills classroom, and should not be portable.
- Send signed affiliation agreement(s) using the HHA specific form to the curriculum unit for review and approval
- Agree to use the supplied skills checklist for Unit XII and the skills checklist for the Health-Related Tasks
- Have an approved teacher for the subject area and provide a copy a current NYS RN license. Have an approved director, catalog and Enrollment Agreement.
- Pay the processing fee ($100 for less than 100 hours or $250 for 100 hours or more).
- If a renewal or amendment, upload the entire, complete, approved curriculum including the approval letter, under "Coursework." If there are changes between your current application and the last approved one, describe and justify these in a separate uploaded letter. If the curriculum is new, state that in an attached note. Always scan the appplication in one file, not page by page.
- Home Health Aides must have 16 Supervised Practical Training hours, meaning that they must practice LIVE instead of on a mannequin. Eight of these hours are done during the internship, the other 8 during the class hours noted as S (Skills). We encourage schools to go well beyond these 8 classroom live practice hours, and use a majority of the 57 hours noted as Skills classes for practical hands-on training by students, on each other or a volunteer supplied by the school for that purpose.
- Notice to Home Health Aide Training Programs (HHATP) on new Procedure for HCS Accounts Schools teaching Home Health Aide/Personal Care Aide for tuition are overseen by BPSS according to guidelines set by DOH. Since 2009, any HHATP must be on the Homecare Workers Registry (HCR or HCWR), managed by the Department of Health. You cannot legally issue a certificate of completion unless your school is on the Homecare Registry and you have access to it. After you receive your BPSS school license and curriculum approval for HHA/PCA, you must apply for a Health Commerce System (HCS) account for your school through the Commerce Accounts Management Unit (CAMU). For several years, BPSS has done the HCS application for the schools. This is no longer the case (12/2021). You will need to apply to the Department of Health for your school s Commerce Account yourself. BPSS will still create and update the school s webpage on the HCR. 1. After BPSS licensure (you will need your 12-digit school ID), new Providers will need to contact the Commerce Account Management Unit (CAMU) Help Desk at 1-866-529-1890 or hinhpn@health.ny.gov or camu@health.ny.gov . CAMU will assist them in setting-up an HCS account and naming an HPN Coordinator for their entity. BPSS will create the school page on the HCR. 2. Once you have an HPN Coordinator, that individual will need to assign users to the appropriate HCR roles before they will be able to access the HCR (see attachment Updating HCS Home Care Registry Roles). Attached is a DOH manual to HPN Coordinators on how to assign HCS roles. 3. After all HCR roles are assigned, the individuals in the HCR roles will now be able to access the HCR if the school page has been created. There may be a delay. This will allow you to begin training, enter classes and certify students. If BPSS-regulated training entities have any questions regarding role assignments, accessing or using the HCR, please contact hcreg@health.ny.gov

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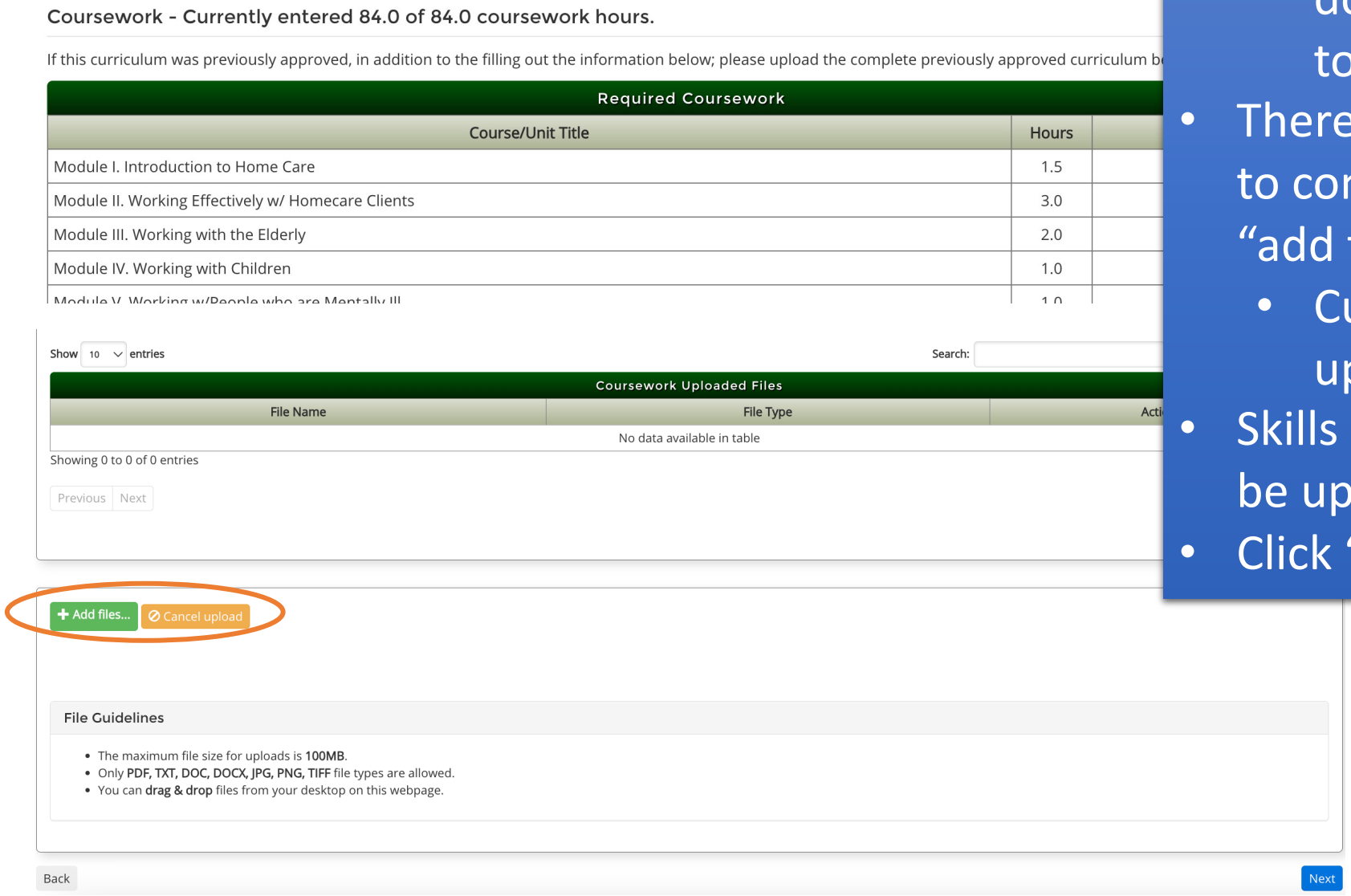
Coursework



11. Coursework tab
- Course/unit breakdown and hours
  - If the curriculum is not broken down into units, we will ask you to enter the units here.
- There is a revised BPSS-30 you need to complete and upload here using “add files”
  - Curriculum outlines can be uploaded here, as well
- Skills checklist, if applicable, should be uploaded here.
- Click “next”

Textbooks

12. Textbook tab
- Textbook information will be entered from prior curriculum information
- Please update to current edition using the pencil
  - Textbooks need to represent industry standard
  - We will require updates for textbooks that are out of date for the field
- Click “next”

Textbooks and Instructional Aids

Please upload the requested information about all textbooks and instructional aids that the school intends to use to teach this curr

Instructional aids include videos (name, publisher, and length), software (name and version, even if included with a textbook), and

Audio-visual equipment should be listed with equipment (which will be on the next page).

Show 10 entries

Search:

Textbooks			
Course	Title	Publisher	Action
Unit E. Assisting w/ use of Prescribed Medical Equipment, Supplies & Devices	Providing Home Care A textbook for Home Health Aides	Hartman Publishing Inc.	
Unit H. Assisting w/ Ostomy Care	Providing Home Care A textbook for Home Health Aides	Hartman Publishing Inc.	
Module III. Working with the Elderly	Elder Abuse and neglect	Coastal DVD	

Equipment

For a class of 20 students, the following quantities are required

Show 10 entries

List of equipment :71

S.No	Equipment Description
1	Ace bandages
2	Adult Practice mannequins
3	Alcohol-based cleaner/handiwipes
4	Bars of Soap or Dispenser, Hand cleaner, Skin lotion
5	Bed, single, home style, with mattress,2 sets of linens and 2 pillows
6	Bedpans, Fracture pans, Urinals
7	Bedside Commode
8	Blood Pressure Cuff
9	Box diapers or Pampers
10	Cabinet, general storage

Showing 1 to 10 of 71 entries

Previous 1 2 3 4 5 ... 8 Next

User Added Equipment List

S.No	Equipment Description	Quantity	Action
1	Ace bandages	2	

Please add any additional equipment as needed

Equipment Description

---Select----

Quantity

If Equipment is not in the above drop down, enter it here

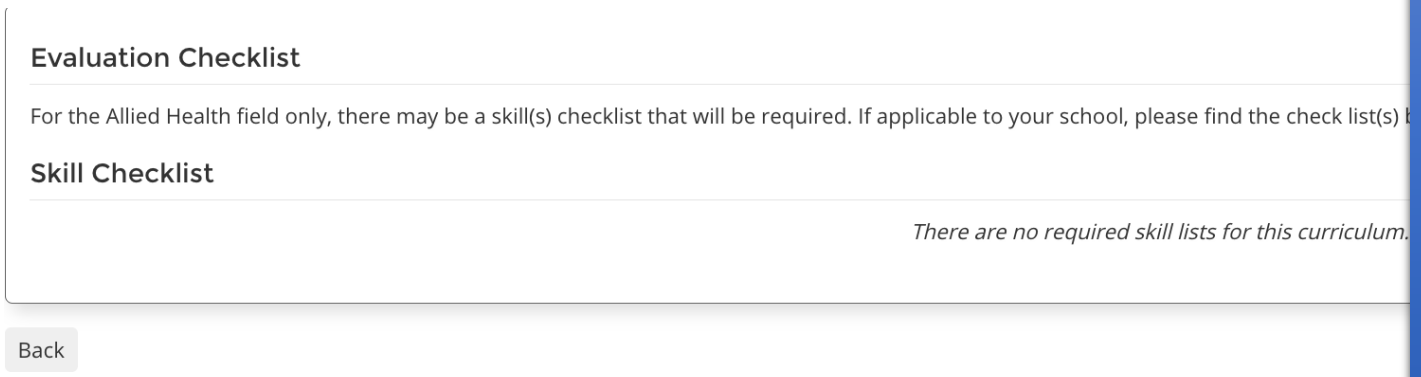
Accepts / - , & ()

Add Clear

13. Equipment tab

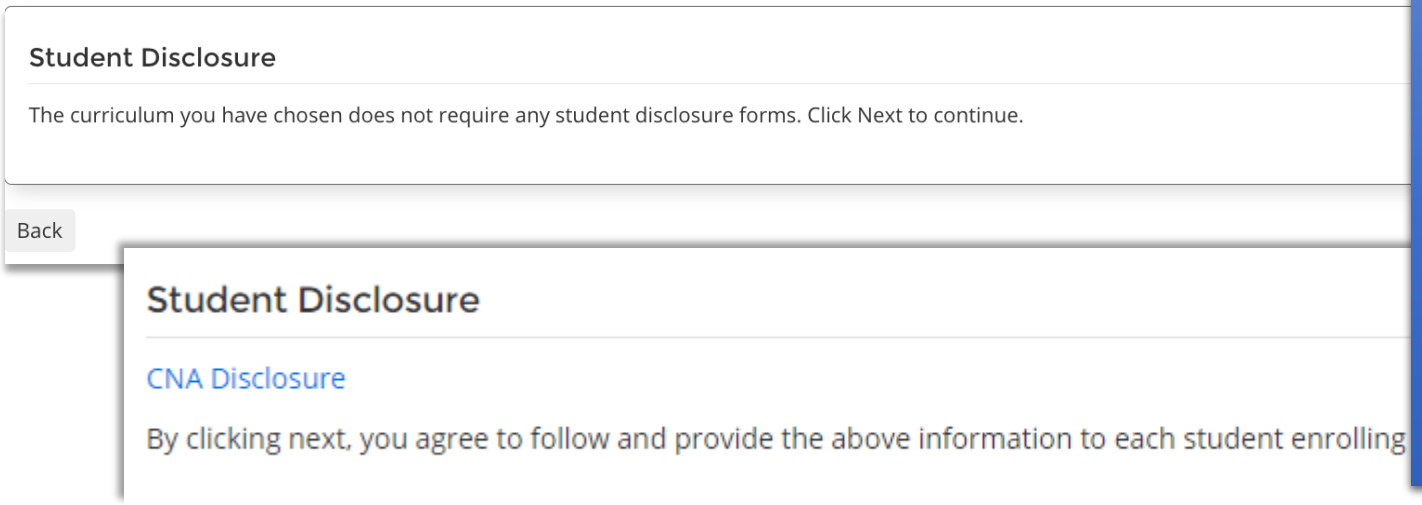
- Equipment will be populated based on prior curriculum information
- User added equipment can be modified using pencil icon
- If equipment is not listed here, you will be asked to enter it
- Click “next”

Skill List



14. Skill List tab
- There is no option to upload a document here – please disregard.
- All curricula with internship/clinical units must have a skills list uploaded to coursework.
- Click “next”

Disclosure

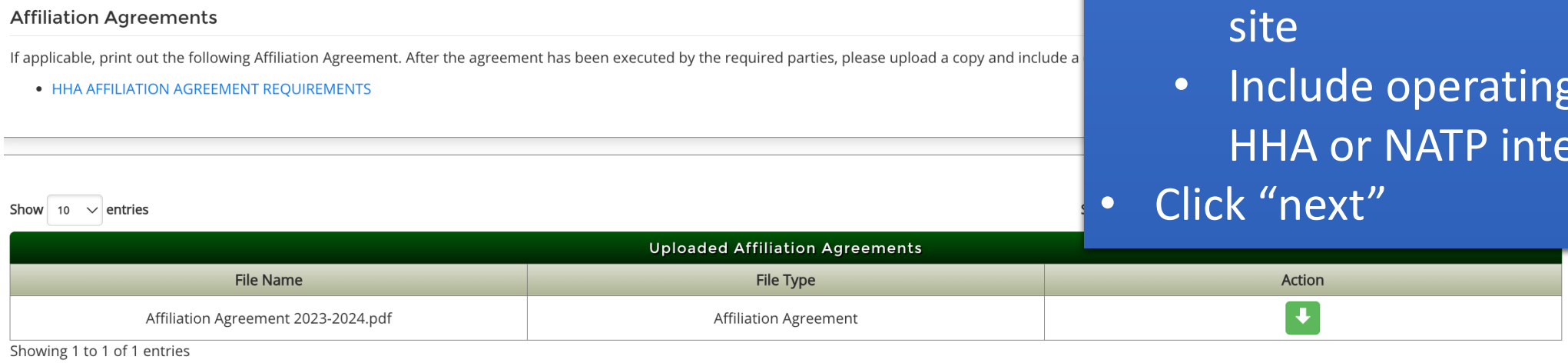


15. Disclosure tab
- There is no option to upload a document here – please disregard, except:
  - NATP applications have an addendum for their enrollment agreement that should be uploaded here.
- Click “next”

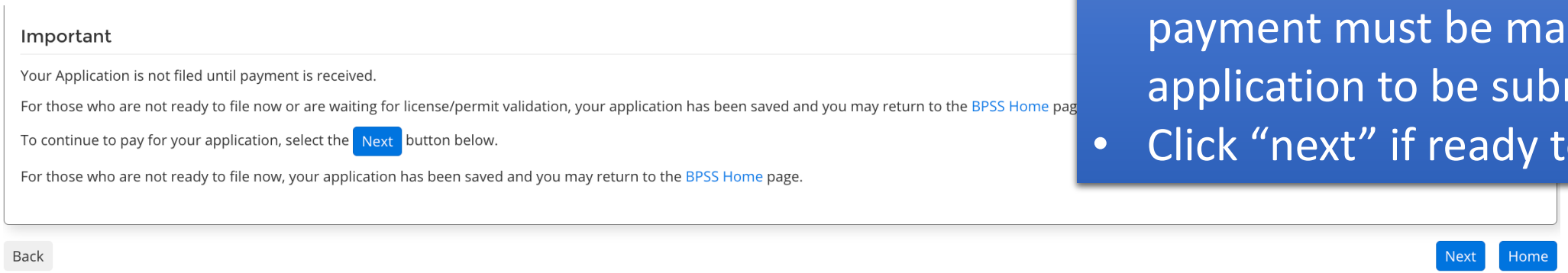
Affiliation

See BPSS website for new prototype of Affiliation Agreements: https://www.acces.nysed.gov/bpss/applications-and-instructions-licensed-private-career-schools

16. Affiliation tab
- Updated affiliation agreements must be uploaded
- Affiliation agreements must:
  - Use the new prototype
  - Be current
  - Provide valid contact information for site contact
  - Include proof of liability insurance covering students at site
  - Include operating certificate for HHA or NATP internship sites.
- Click “next”

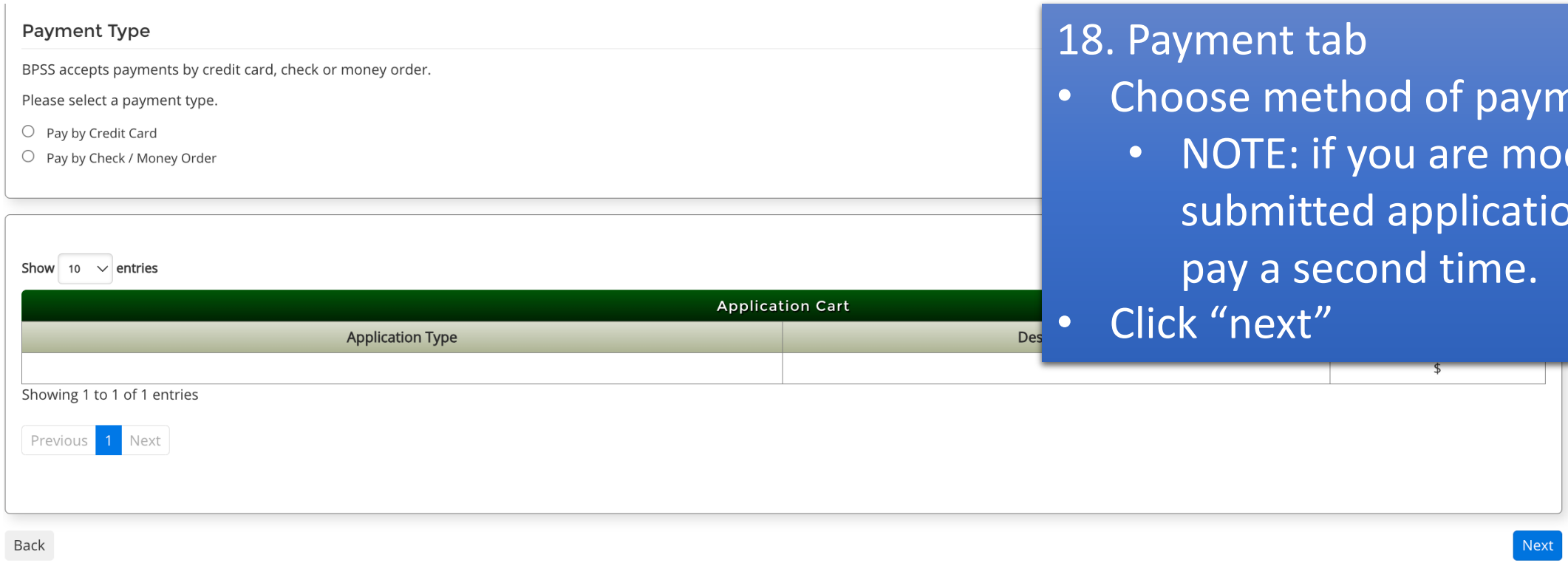


Signature & Payment



17. Signature tab

- By continuing you are acknowledging payment must be made for the application to be submitted.
- Click “next” if ready to submit



18. Payment tab

- Choose method of payment.
  - NOTE: if you are modifying a submitted application you do not pay a second time.
- Click “next”